

5 Goals, Programs, and Implementation Actions for 2009-2014

The goals, program, and implementation actions delineated in this chapter serve to support the State of California's overarching aim of providing "decent housing and a suitable living environment for every Californian" (Government Code Section 65580). The housing goals, programs, and implementation actions that follow were created for the purpose of meeting the housing needs of the citizens of San Bruno from 2009 to 2014 given the limitations imposed by current political, economic, and social conditions, and in consideration of available State and federal funding.

Based on the successes of the last housing element cycle (detailed City review and comments on old programs can be found in Appendix A), this Element consolidates, revises, and updates existing programs in order to increase the usability of the document and to facilitate ongoing monitoring and evaluation of progress. This Element also adds several programs that were not included in the previous Housing Element to better facilitate the creation and retention of housing for lower-income households and households with special needs. New and substantially enhanced or modified programs are indicated with an asterisk (*).

5.1 QUANTIFIED OBJECTIVES

As required by Section 65583 of the California Government Code, the goals, policies, and programs in this chapter seek to meet quantified housing objectives. These objectives are described in Chapter 4: Land Inventory and Quantified Objectives.

5.2 GOALS, PROGRAMS, AND IMPLEMENTATION ACTIONS

The following section provides a complete list of the proposed goals, programs, and implementation actions for the San Bruno Housing Element from 2009-2014, including responsible agencies, and implementation time frame. Housing Element goals are summarized in Table 5.2-1 below.

Table 5.2-1: Housing Element Goals Summary

<i>Goal Number</i>	<i>Goal Description</i>	<i>Government Code Correspondence</i>
1	Protect the quality and stability of existing neighborhoods through the conservation, rehabilitation, and improvement of the existing housing supply.	GC 65583(c)(4)
2	Accommodate regional housing needs through a community-wide variety of residential uses by size, type, tenure, affordability, and location.	GC 65583(c)(1)
3	Expand the variety of construction and financing techniques available to achieve new affordable housing and maintain it over time.	GC 65583(c)(2)
4	Achieve energy and environmental conservation in residential design—particularly techniques that would also reduce noise impacts on housing—while maintaining the affordability of housing units.	GC 65583(b)(8)
5	Ensure the continued availability of affordable housing for very-low, low-, and moderate-income households, seniors, persons with disabilities, single-parent households, large families, and other special needs groups.	GC 65583(c)(5)
6	Support the needs of those with extremely-low incomes, including access to counseling, referrals, dispute resolution, supportive housing, and emergency shelter.	GC 65583(c)(5); SB 2

GOAL 1: Protect the quality and stability of existing neighborhoods through the conservation, rehabilitation, and improvement of the existing housing supply. (GC 65583(c)(4))

Program 1-A: Support infrastructure upgrades. Continue to seek funding to upgrade and maintain infrastructure needed by San Bruno's housing supply.

Actions:

- Identify funding sources necessary for infrastructure improvements on a project-by-project basis. Funding sources may include gas tax, CDBG, RDA tax increment financing, etc.
- Continue to incorporate infrastructure requirements in the fee structure for development proposals.
- Implement upgrades and maintenance through the City's Capital Improvement Program.

Responsibility: Community Development Dept, Public Works Dept, Redevelopment Agency

Funding Source: Staff time, Gas Tax, Measure A, RDA, & grants (e.g., C/CAG TOD-HIP), development fees

Timeframe: Ongoing

Program 1-B: Maintain and expand the supply of small lots. Conserve and expand the city's supply of small residential lots, where compatible with surrounding neighborhood character.

Actions:

- Continue zoning that allows development of small, flexible parcels (e.g. zero lot-line) with a Planned Unit Permit in the Zoning Ordinance Update (The Municipal Code allows at least one (1) housing unit on any sub-standard parcel, provided that it is at least 25 ft wide).
- Continue to use the Residential Conservation Areas to preserve the small residential lots in the Redevelopment Area.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Ongoing

Program 1-C: Conserve second units in R-1 and R-2 zones. Continue to legalize second units in R-1 and R-2 zones that were constructed prior to June 30, 1977 and that met the Uniform Building Code at time of construction.

Actions:

- Continue to provide informational handouts to inform residents how to legalize second units in R-1 and R-2 zones at the Planning Department and the Public Library.
- Study strategies for legalizing second units constructed between 1977 and 2003, including ensuring provision of adequate parking and considering the application of treatment related to excess housekeeping units.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element

Program 1-D: Promote the Redevelopment Residential Rehabilitation Loan Program (RRRLP). The RRRLP provides technical and/or financial assistance to low-income homeowners whose homes are not meeting health and safety standards.

Actions:

- Continue relationship with the County Department of Housing for their assistance in implementing the Redevelopment Agency's RRRLP. (The City's Redevelopment Agency does not have sufficient staff to administer the RRRLP by itself.)
- Continue to allocate 20 percent of the Redevelopment Area tax-increment for programs that promote affordable housing, which includes the RRRLP.
- Through the RRRLP, continue to offer low-interest loans for the repair of owner-occupied, single-family residences. Emergency repair loans up to \$10,000 and rehabilitation loans up to \$100,000 are offered for foundation and structural repair, termite damage, wiring and plumbing updates, accessibility modifications, and kitchen remodeling.
- Prioritize funding for those homes identified in the 1999 Existing Conditions Survey Report for the Redevelopment Project, but which have not yet undergone rehabilitation.
- Continue to provide referrals by the Building Division to Redevelopment Agency and San Mateo County rehabilitation programs during Code enforcement.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time; Redevelopment Area tax-increment; San Mateo County Housing Rehabilitation Loan Program

Timeframe: Ongoing

Program 1-E: Pursue and promote resources for preservation and rehabilitation. Publicize federal, State, and local resources, both financial and programmatic, to assist homeowners in preventative maintenance and to preserve and rehabilitate the City's existing housing supply.

Actions:

- Continue to publicize the Redevelopment Residential Rehabilitation Loan Program and develop additional strategies and programs to assist homeowners in preventative maintenance.
- Continue to maintain a comprehensive list of available resources and publicize through the City's Resource Guide, flyers, cable TV, newspaper, the Focus newsletter, and the City's website. Ensure the Resource Guide contains details on whom to contact for more information on each program or resource.
- Provide handouts about Redevelopment Agency programs in the City Hall and Senior Center.
- Promote local non-profit agencies that assist low-income homeowners with housing repairs.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time

Timeframe: Ongoing

Program 1-F: Ensure replacement housing. Require replacement of any legal housing unit that is demolished within San Bruno.

Actions:

- Amend the Zoning Ordinance to require replacement of demolished legal housing units in all areas of the city (not just the Redevelopment Area where it is already required by State law).
- Require replacement equal to or more than the number of legal units previously on the site.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element

Program 1-G: Improve legally non-conforming residential uses. Work to facilitate improvement and expansion of existing legal non-conforming residential uses if compatible with adjacent uses.

Actions:

- Study options for legalizing grandfathered non-conforming units to ensure that the units are maintained in good condition.
- Review City policies to determine whether they can currently accommodate the demolition and reconstruction of existing substandard non-conforming structures with the same (non-conforming) number of units.
- Clarify permissible reconstruction/expansion of non-conforming uses in the Zoning Ordinance Update.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element

*** Program 1-H: Support historic preservation. Support preservation and reuse of properties with historic character.**

Actions:

- Preserve historic structures and resources during reuse and intensification within the city's older neighborhoods. (General Plan Policy ERC-44)
- Implement rehabilitation, renovation, or reuse of historic resources in coordination with the standards of the Secretary of the Interior and the Office of Historic Preservation. (General Plan Policy ERC-36)
- Provide technical assistance to property owners in determining appropriate rehabilitation techniques for historic properties, including providing referrals to the San Mateo County Historic Society.
- Continue to use the Historical Resources Survey conducted in 2001 for the Redevelopment Area to guide decisions about preservation and reuse of historic properties.
- Continue to use historic resources consultants as necessary for reviewing planning applications.
- Consult the Residential Design Guidelines as necessary during project review.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time, Redevelopment Rehabilitation Program funds

Timeframe: Ongoing

Program 1-I: Allow fee waivers for affordable rehabilitation. Waive permit fees for affordable housing rehabilitation achieved through the Community Development Block Grant (CDBG) program as well as through other San Mateo County or Redevelopment Agency programs or through non-profit agencies.

Actions:

- Continue to waive permit fees for housing rehabilitation conducted through CDBG, as well as through other San Mateo County or Redevelopment Agency programs or through non-profit agencies. Consider amending Master Fee Schedule to reflect this policy.
- Continue to allow Master Fee Schedule fees to be waived by City Council based on need for any project, including affordable projects.

Responsibility: Community Development Dept, Redevelopment Agency, City Council

Funding Source: Staff time

Timeframe: Ongoing

Program 1-J: Continue lead-based paint abatement. Provide information on local lead-based paint abatement programs to ensure safe and healthy living environments for all residents.

Actions:

- Display and distribute informational handout on local lead-based paint abatement programs at City Hall and the Public Library.
- Provide information on local lead-based paint abatement programs on the City website.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time

Timeframe: Ongoing

*** Program 1-K: Ensure renovations are compatible with neighborhood character. Maintain design standards to ensure that residential additions and renovations are compatible with overall neighborhood character. (See Program 2-F regarding new housing development.)**

Actions:

- Review and update the Zoning Ordinance to ensure that design standards applicable to residential additions and renovations are based on the new Residential Design Guidelines being developed in 2009.
- Require applications for residential additions and renovations to comply with all standards set forth in the Residential Design Guidelines.
- Prepare informational handouts on the Residential Design Guidelines.
- Update the City website to reflect and make available the new Residential Design Guidelines.
- Amend Guidelines as necessary to ensure they clearly reflect neighborhood character goals.

Responsibility: Community Development Dept, Planning Commission

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element

GOAL 2: Accommodate regional housing needs through a community-wide variety of residential uses by size, type, tenure, affordability, and location. (GC 65583(c)(1))

** Program 2-A: Update the Zoning Ordinance to be consistent with the new General Plan. Revise the Zoning Ordinance to reflect the San Bruno 2025 General Plan, including land use designations allowing mixed-use development.*

Actions:

- Update the Zoning Ordinance to create Transit Oriented Development and Multi Use–Residential Focus zoning districts that promote high-intensity mixed-use development, including retail, office, services, and housing. Limit retail development along El Camino Real to those sites north of Crystal Springs Road, thus reinforcing the existing retail activity in Downtown.
- Update the Zoning Map to match the designations indicated in General Plan.
- In the interim before the Zoning Ordinance is updated, encourage and facilitate approval of projects that adhere to the new General Plan land uses and densities/intensities.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element

*** Program 2-B: Complete Downtown and Transit Corridors Plan. Complete and adopt a Downtown and Transit Corridors Plan with the goal, amongst others, of increasing residential options in Downtown and transit corridors of El Camino Real and San Bruno Avenue in the vicinity of the future Caltrain Station.**

Actions:

- Consider how best to promote new or different housing products or arrangements (e.g., shared housing, cube housing, co-housing, etc.) that better meet current housing needs, and work these concepts into the Transit Corridors Plan.
- Incorporate development standards and design guidelines for residential uses in second stories over commercial uses on sites with Central Business District (San Mateo Avenue) and Transit Oriented Development designations in the General Plan.
- Structure the Downtown and Transit Corridors Plan to foster streamlined project review and approval processes, especially for projects that contain housing. The Downtown and Transit Corridors Plan will define development standards and guidelines in preparation for the Zoning Ordinance Update in order to avoid redundancy and ensure consistency of applicable standards.
- Evaluate increasing the height limit or number of stories above the existing requirements of Ordinance 1284 in certain locations within the transit corridors area, such as in the vicinity of the future Caltrain station. Such a change would be designed to accomplish green building objectives and make mixed-use development and affordable housing more financially feasible. The change would require voter approval in a citywide election.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time; RDA tax increment

Timeframe: Within 1 year after adoption of the Housing Element

*** Program 2-C: Support identified housing opportunities. Work with property owners and the community to support and encourage the redevelopment of identified opportunity sites into mixed uses with affordable housing components.**

Actions:

- Actively engage the community about options to redevelop the proposed housing opportunity sites listed in Table 4.4-1 and shown in Figure 4.4-1.
- Prioritize review of development proposals and permitting procedures for identified housing opportunity sites.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Ongoing

*** Program 2-D: Reuse former school sites. Facilitate the reuse of former school sites to accommodate affordable housing.**

Actions:

- Work with the School District regarding the following reusable school sites (designated low density residential in the General Plan) to encourage the development of a variety of housing types to address the needs of all incomes. Densities shall be compatible with the surrounding uses, consistent with available service capacities and environmental constraints, and in accordance with existing City ordinances:
 - Willard Engvall School site
 - Crestmoor High School site
 - Edgemont School site
- Allow the redevelopment of the Crestmoor site to utilize clustering of new housing units to facilitate the preservation of open space according to General Plan Policy OSR-8 while not reducing the overall number of units achievable on the site.
- Work with the School District to increase access to information on how their low density residential sites may be suitable for affordable housing development.
- Initiate a dialog with affordable housing developers about what kind of partnerships and financial leverage would be necessary to reuse the school sites in a profitable way for the District and the developers.

Responsibility: Community Development Dept, Redevelopment Agency, San Bruno Park School District, San Mateo Unified High School District

Funding Source: Staff time

Timeframe: Initiate actions within 2 years after adoption of the Housing Element

*** Program 2-E: Consolidate Lots. Use City funds to facilitate lot consolidation in support of the redevelopment of housing opportunity sites with affordable housing.**

Actions:

- Starting with the Housing Opportunity Sites cited in Program 2-C, work with property owners to facilitate consolidation of adjacent parcels.
- Leverage a portion of Redevelopment tax increment funds to help to assemble/consolidate small parcels to create sites large enough for feasible affordable housing development.

Responsibility: Community Development Dept

Funding Source: Staff time; Redevelopment tax increment funds

Timeframe: Within 2 years after adoption of the Housing Element

Program 2-F: Ensure compatibility of new housing with neighborhood character. Use Residential Design Guidelines to ensure that new housing development proposals are compatible with existing neighborhood character. (See Program 1-K regarding additions and renovations to existing homes.)

Actions:

- Require applications for new single-family housing to comply with the standards set forth in the Residential Design Guidelines to ensure that the design, scale, and buffering retains existing neighborhood character.
- Require applications for new multi-family residential and mixed-use development in General Plan-designated TOD and CBD areas to comply with the standards set forth in the Downtown and Transit Corridors Plan.
- Develop design standards during the Zoning Ordinance update for new multi-family residential projects in R-3, R-4, and new General Plan multi-use residential focus districts, to ensure compatibility of design and scale with surrounding uses.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Ongoing, within one year after adoption of the Housing Element

*** Program 2-G: Provide senior housing for a range of income levels. Identify opportunities for the creation of affordable units for seniors who do not qualify for deed-restricted units due to equity in their current homes.**

Actions:

- Encourage the development of small rental and for-sale units close to transit and services which would appeal and be affordable to seniors on fixed incomes.
- Encourage developers to incorporate universal design and ADA accessibility characteristics in all new units, making them more attractive for purchase or rental by seniors.
- Encourage developers to market “senior” units mixed with family units.
- Work with the Senior Center, AARP, and others to educate seniors about affordable housing options as they become available.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Ongoing

*** Program 2-H: Encourage moderate-income for-sale housing. Encourage moderate-income for-sale housing within the Multi Use-Residential Focus area along El Camino Real.**

Actions:

- Notify the development community about the City’s desire for more moderately-priced for-sale housing along the transit corridors, potentially in the form of multi-family condominiums.
- During project review, discuss with developers options for using density bonuses and smaller unit sizes to increase affordability while maintaining building quality and amenities.
- Consider reduction of parking requirements as outlined in program 3-I.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Ongoing

Program 2-I: Provide affordable housing education. Develop and implement an ongoing voter education program to inform residents of the need for affordable housing and ways the electorate can support its development.

Actions:

- Develop a voter education program addressing provision of affordable housing. Potential media to be used include newspaper articles, bulletins and informational handouts, cable television, community workshops, the Focus newsletter, and the City website.
- In the voter education program, identify the successful production of affordable housing on The Crossing site (U.S. Navy Western Division Site) using voter-approved increased building heights.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Within 2 years after adoption of the Housing Element

Program 2-J: Conduct annual performance evaluations and ensure consistency with the General Plan. During annual review of the General Plan, monitor, evaluate, and document housing program performance and consistency with General Plan goals and policies.

Actions:

- Annually review and evaluate implementation of housing programs. This can be facilitated through the draft annual performance report provided by the California Department of Housing and Community Development.
- Use the annual review as an opportunity to meet with Code Enforcement staff to discuss the overall condition of the housing stock and any particular concerns that may arise.
- If an inconsistency is identified between a General Plan policy or goal and a Housing Element program or action, City Staff will prepare and propose a prioritized list of possible remedies to the Planning Commission for consideration. If City Council action is necessary, they will be notified of Planning Commission and Staff recommendations prior to taking action.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Ongoing

GOAL 3: Expand the variety of construction and financing techniques available to achieve new affordable housing and maintain it over time. (GC 65583(c)(2))

Program 3-A: Publicize affordable housing financing strategies. Publicize the various financing strategies for development and expansion of affordable housing.

Actions:

- Study and publicize available financing strategies (see descriptions in policies below) for the development of new affordable housing. Inform property-owners and local non-profit and institutional groups of available resources through brochures, flyers in utility billings, cable TV, newspapers, and the City's Focus newsletter.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time

Timeframe: Ongoing

Program 3-B: Support the Housing Choices Voucher Program. Continue to participate in San Mateo County Housing Authority’s Housing Choices Voucher program (formerly Section 8).

Actions:

- Encourage new housing developers to participate in the Housing Choices Voucher program during preparation of future development agreements/affordable housing programs.
- Promote this program as a way of providing a mix of affordable and market rate units.
- Publicize availability of this program to residents.
- Follow up with owners who have opted to participate in the Housing Choices Vouchers program to ensure a “good faith effort” by participating apartment owners to advertise available units and that they are being listed on the Housing Choices Voucher vacancy list.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time

Timeframe: Ongoing

*** Program 3-C: Monitor compliance with financing terms. Ensure that units built with long-term affordability requirements are actually occupied by lower-income households. (See also Program 5-E)**

Actions:

- Maintain a list of developments with affordability covenants and check compliance with the agreement annually in conjunction with General Plan and Housing Element progress review.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time

Timeframe: Ongoing

*** Program 3-D: Preserve affordable units at Pacific Bay Vistas (formerly TreeTops).** The City will strive to preserve the original 62 very-low and low-income assisted housing units at Pacific Bay Vistas Apartments to ensure the full term of the deed restriction is met, regardless of delays in the redevelopment of the site.

Actions:

- Uphold the existing requirement for preservation of the original 62 assisted housing units (Section 8 Housing Choices Voucher program) through 2017.
- Negotiate an extension of the expiration date again if the redevelopment is further delayed, to ensure that the full term of the deed restriction is realized.
- If the redevelopment provides more units than the original TreeTops development, express preference that the owner extend the original affordable units to match the later expiration dates of any new affordable units that are constructed as part of the default inclusionary requirement for new construction.

Responsibility: Community Development Dept

Funding Source: Staff time; density bonus (to increase financial feasibility of redevelopment)

Timeframe: Ongoing

Program 3-E: Promote the Mortgage Credit Certificate Program. The City will continue to participate in and promote San Mateo County's Mortgage Credit Certificate (MCC) program for first-time homebuyers.

Actions:

- Continue to advertise the availability of the program through informational handouts available at City Hall, the Public Library, and the Senior Center and through the City website.
- Continue to encourage and promote seminars by local Realtors to inform first-time homebuyers of financing options. Informational seminars are also offered by the California Dream Alliance (a non-profit organization) in English and Spanish.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time; Mortgage Credit Certificate Program

Timeframe: Ongoing

*** Program 3-F: Facilitate reasonable accommodations. The City will continue to make reasonable accommodations to ensure the provision of adequate housing for persons with disabilities.**

Actions:

- Continue to consider permit fee refund requests in order to accommodate persons with disabilities that have economic need.
- Expedite review for property upgrades necessary for ADA compliance.
- Ensure compliance with fair housing laws and SB 520 (Chapter 671 of the Government Code) by allowing exceptions or modifications to the standard zoning and land use regulations when such accommodations may be necessary to afford disabled persons the opportunity to make full use and enjoyment of their dwelling units.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Ongoing

Program 3-G: Accommodate manufactured housing. Continue to permit manufactured housing in single family zones.

Actions:

- Permit manufactured housing on permanent foundation systems in all single family zones, provided that the unit is no more than ten years old on the date of application and meets federal and local standards specified in Government Code Section 65852.3.
- Require applications for new manufactured housing to comply with standards set forth in the new Residential Design Guidelines.
- Ensure that no special restrictions on manufactured housing are included in the Zoning Ordinance Update or the Residential Design Guidelines beyond those that apply to regular single family construction.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element

*** Program 3-H: Permit child care by right in residential areas. Ensure that land use regulations consistently allow childcare services by right in all residential zones in accordance with State law.**

Actions:

- In accordance with San Bruno 2025 General Plan Policy LUD-10 and the California Child Day Care Act, revise the Zoning Ordinance as necessary to ensure consistent and streamlined definitions of small and large child care facilities.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element

*** Program 3-I: Reduce parking requirements. Reduce parking requirements for new or reuse housing projects along transit corridors and adjacent to transit stations, as well as within the Medium Density (R-3) and High Density (R-4) zones.**

Actions:

- Consider ways to reduce parking standards for housing near transit and units with residents with reduced automobile use, such as seniors and persons with disabilities, and clarify and implement reduced parking requirements in the Zoning Ordinance Update.
- Update parking standards pursuant to Government Code 65915(p) affordable housing density bonus requirements.
- Consider allowing—but not mandating—“unbundled” parking as part of residential developments (mandating this could create financing issues for purchase of these spaces).
- Consider updating parking standards to allow tandem parking to satisfy the parking requirement for second units by right as suggested by State law (Government Code Section 65852.2(e)). Currently tandem parking is only allowed by securing a parking exception from the Planning Commission.
- Review and consider revising zoning enforcement criteria and procedures to address localized problems with street parking availability due to the use of garages for storage of personal belongings rather than cars.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element

*** Program 3-J: Support condominium conversions, cooperatives, and other affordable housing ownership options. Facilitate condominium conversions, limited equity stock cooperatives, and community apartments to ensure affordable ownership choices within the housing supply.**

Actions:

- Evaluate each condominium, stock cooperative, and community apartment project on its own merits.
- Consistent with the municipal code, continue to ensure residents of existing apartments have the first opportunity to buy their unit in the instance of condominium conversion.
- Coordinate with the California Association of Housing Cooperatives (CAHC), a nonprofit organization, about how to market and support cooperatives in San Bruno.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element

GOAL 4: Achieve energy and environmental conservation in residential design—particularly techniques that would also reduce noise impacts on housing—while maintaining the affordability of housing units. (GC 65583(b)(8))

Program 4-A: Promote energy conservation. Continue to publicize and encourage energy conservation programs, including weatherization programs.

Actions:

- Maintain an updated list of residential energy conservation opportunities, programs, and funding resources. Include information about programs available through PG&E, the State, and the federal government.
- Provide available information about energy conservation programs and state and federal grants at City Hall, the Public Library, on the City website, and intermittently in utility billings.
- Study new opportunities for providing rebates or incentives for homeowners' investments in energy-saving techniques (upgrading thermostats, insulation, windows, etc.)
- Consider structuring incentives as tax credits or improvements funded through voluntary long-term assessment on property tax bills.

Responsibility: Community Development Dept

Funding Source: Staff time, Redevelopment Agency funds

Timeframe: Within 2 years after adoption of the Housing Element

*** *Program 4-B: Support household and business participation in energy conservation and efficiency programs through PG&E and the State.*** City Staff will work to promote and support participation energy efficiency and conservation programs described in Chapter 2 in order to help reduce long-term housing costs for residents (including low-income residents), help meet local greenhouse gas reduction targets under AB 32, and increase the sustainability of the local energy supply.

Actions:

- Promote programs through informational brochures made available where all residential building standards guidelines can be found.
- Provide links to the programs through the City website.
- Work with CHPC to identify households eligible for programs.

Responsibility: Community Development Dept

Funding Source: California Public Utilities Commission, PG&E, Staff time

Timeframe: Within one year after adoption of the Housing Element, ongoing

Program 4-C: Facilitate noise insulation retrofits. Continue to pursue funding for noise insulation from the San Francisco International Airport and educate residents about program benefits.

Actions:

- Continue to seek funds through the Federal Aviation Administration's Aircraft Noise Insulation Program.
- Facilitate the upgrading of 154 existing homes in San Bruno that still qualify for aircraft noise insulation retrofits.
- Educate targeted homeowners on the benefits of participation in the program.
- Provide technical assistance necessary to help qualifying homeowners apply for the funding and implement the insulation retrofits.
- Encourage adoption of noise insulation standards by San Francisco International Airport to mitigate impacts from airplane backblast, and expand the CNEL threshold level for insulation from 65 CNEL to 60 CNEL.

Responsibility: Community Development Dept

Funding Source: Federal Aviation Administration's Aircraft Noise Insulation Program

Timeframe: Within 4 years after adoption of the Housing Element, ongoing

*** Program 4-D: Ensure adequate water and sewer service and reduce water waste. Work with the San Francisco Public Utilities Commission (SFPUC) and local departments to ensure that there are adequate water and sewer services for new development, affordable housing receives priority for these services, and new development uses best management practices to reduce water waste.**

Actions:

- Deliver a copy of the adopted Housing Element to the SFPUC and the Public Works Department's water and waste water divisions within one month after adoption.
- Adopt procedures to ensure that affordable housing developments are granted priority for service allocations.
- In accordance with General Plan policies ERC-19 through ERC-24 and PFS-19, work with developers and residents on an on-going basis to minimize the surface water run-off and pollution, increase water conservation during construction and operation phases of new residential development, and make recycled water available for appropriate uses.

Responsibility: Community Development Dept; Public Works

Funding Sources: Staff time

Timeframe: Within 1 month to 1 year after adoption of the Housing Element; ongoing

Program 4-E: Encourage drought-resistant landscaping. Implement water conservation and drought-resistant landscaping guidelines and standards.

Actions:

- Adopt standards for water conservation and drought-resistant landscaping as part of the zoning code update.
- Continue to review residential landscape plans for consistency with the City’s Water Efficiency, Landscape and Irrigation Guidelines and Municipal Code Section 10.16, Water Conservation.
- Provide informational brochures about drought-resistant and low-water landscaping options in the same locations where residential building standards guidelines can be found.

Responsibility: Community Development Dept, Parks Dept

Funding Source: Staff time

Timeframe: Within 1 year after adoption of the Housing Element; ongoing

GOAL 5: Ensure the continued availability of affordable housing for very-low, low-, and moderate-income households, seniors, persons with disabilities, single-parent households, large families, and other special needs groups. (GC 65583(c)(5))

*** Program 5-A: Support the Below Market Rate Housing Ordinance.** Through education and enforcement of the Below Market Rate Housing Ordinance (adopted 2008), provide guidelines for developers to comply with the City's inclusionary housing requirements.

Actions:

- In accordance with the BMR Ordinance, require new residential developments with 10 or more housing units to provide a minimum of 15 percent of total housing units affordable to very-low, low-, and moderate-income households through construction, donation of land, and/or payment of in-lieu fees.
- In accordance with the BMR Ordinance, require maintenance of subsidized housing units as affordable to very-low, low-, and moderate-income households for a period of at least 55 years from date of occupancy for rental units and 45 years for ownership units.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time, Redevelopment Agency funds

Timeframe: Ongoing

*** Program 5-B: Implement State density bonus regulations.** Offer a density bonus of up to 35 percent and incentives or concessions based on the number of affordable units in the development and a flat density bonus of 20 percent for all senior housing in accordance with State density bonus regulations (Government Code 65915).

Actions:

- Include provisions for density bonuses for residential developments in the Zoning Ordinance Update, including defining incentives such as reductions in parking, open space, setbacks, etc.
- Continue to meet State requirements (California Government Code 65915) for provision of density bonuses.
- Promote density bonus opportunities to property owners and developers at the earliest stages in pre-development review and consultation process.
- Ensure that State density bonus parking standards are allowed in qualifying density bonus projects. (See also Program 3-I)

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Within one year after adoption of the Housing Element, ongoing

*** Program 5-C: Provide financial incentives for affordable condominium conversions. Create incentives for condominium conversions that provide affordable housing.**

Actions:

- Revise regulations to offer financial incentives for lower-income condominium conversions during the Zoning Ordinance Update.
- Offer financial incentives for condominium conversions which include at least 20 percent low- or moderate-income units or at least 15 percent very-low income units.
- Distribute information on this program and zoning update through project review processes, as well as through informational brochures at City Hall and the Public Library, and on the City's website.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: General Fund, Redevelopment Agency funds, fee waivers, staff time

Timeframe: Within 1 year after adoption of the Housing Element

*** Program 5-D: Ensure affordability in the Redevelopment Area. Continue to administer Redevelopment Project Area requirements for development of 15 percent affordable housing.**

Actions:

- Ensure affordability requirement is met through routine project review.
- Work with developers to accommodate designs that facilitate affordable units.
- See programs 2-E, 3-I, 5-G and 5-H for additional actions to facilitate meeting affordability requirements in the Redevelopment Area.

Responsibility: Redevelopment Agency

Funding Source: Staff time, Redevelopment Agency funds

Timeframe: Ongoing

*** Program 5-E: Provide financial assistance to facilitate affordable housing development. Use the Redevelopment Low- and Moderate-Income Housing Fund to increase, improve, and preserve the community's supply of low- and moderate-income housing in the Redevelopment Area.**

Actions:

- Provide financial assistance where necessary and appropriate to facilitate affordable housing development, based on diligent analysis of a project's financial feasibility and desirability.
- Prepare an Owner Participation Agreement to ensure that proposed financing resources are dedicated to the construction, rehabilitation, or rental costs of affordable housing projects.
- Study the incorporation of monitoring compliance with Owner Participation Agreements within the regular project permitting and approval processes.

Responsibility: Community Development Dept, Redevelopment Agency, City Council

Funding Source: Staff time, Redevelopment Low- and Moderate-Income Housing Fund

Timeframe: Ongoing

Program 5-F: Increase the supply of housing for large families. Encourage diversity in unit size to ensure that 3- and 4-bedroom affordable rental housing units are provided for large families.

Actions:

- Negotiate development of large (3- and 4-bedroom) units in future development agreements.
- Exclude senior housing developments from this expectation.

Responsibility: Community Development Dept, Planning Commission

Funding Source: Staff time, incentives such as fee waivers, parking reductions, etc.

Timeframe: Ongoing

Program 5-G: Expedite review and waive fees for affordable housing. Continue to expedite review and waive planning and building fees for developers of affordable housing and housing for seniors and persons with disabilities.

Actions:

- Expedite permit review and waive planning, building, and license fees on projects providing housing affordable to very-low, low-, and moderate-income households, seniors, and persons with disabilities.
- Negotiate expedited permit review and fee waivers in future development agreements.

Responsibility: Community Development Dept, Redevelopment Agency, City Council

Funding Source: Staff time

Timeframe: Ongoing

Program 5-H: Modify regulations to encourage affordable housing. Modify development regulations in specific zoning districts to encourage housing affordable to very-low, low-, and moderate-income households.

Actions:

- During the Downtown and Transit Corridors Plan process, study the creation and modification of zoning districts appropriate for development of affordable housing, in consideration of the land use definitions set out in the San Bruno 2025 General Plan. Consider how factors such as unit size, building materials, and required amenities affect the cost of units.
- Modify development regulations accordingly during the Zoning Ordinance Update.
- Encourage the development of small-size housing with small lots, studio apartments, shared housing, and other similar solutions to promote high quality of life in a small space.
- See also Program 3-I regarding reducing parking requirements.

Responsibility: Community Development Dept

Funding Source: General fund, Staff time

Timeframe: Within 1 year after adoption of the Housing Element, ongoing

Program 5-I: Facilitate home equity conversions. Continue to make information regarding home equity conversion programs available to elderly homeowners.

Actions:

- Provide information about home equity conversion programs at the Senior Center, Public Library, and on the City’s website.
- Conduct information sessions upon request.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time

Timeframe: Ongoing

*** Program 5-J: Promote the Second Unit Ordinance. Continue to inform homeowners about the Second Unit Ordinance which permits second units by-right on appropriate residential sites.**

Actions:

- Inform property owners of the Second Unit Ordinance through inserts in utility billings.
- Encourage second units in new single-family development to accommodate multi-generational and other housing needs.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Ongoing

GOAL 6: Support the needs of those with extremely-low incomes, including access to counseling, referrals, dispute resolution, supportive housing, and emergency shelter. (GC 65583(c)(5), SB 2)

*** Program 6-A: Promote fair housing. Continue to adhere to State and federal fair housing and non-discrimination laws to ensure that housing opportunities are provided for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, family status, or disability.**

Actions:

- Continue to inform Realtors, builders, city staff, and the community at large of the fair housing law and policies, through informational handouts available at City Hall and the Senior Center, and through information about fair housing services on the City’s website.
- Ensure fair housing laws are adequately reflected in the Zoning Ordinance Update, including additions and revisions to definitions (such as “group home”) to clarify that supportive housing uses are allowed by right.

Responsibility: Community Development Dept, Redevelopment Agency

Funding Source: Staff time

Timeframe: Within one year after adoption of the Housing Element, ongoing

Program 6-B: Support organizations that provide housing services. Cooperate with and support organizations providing housing information, counseling, and referral services, and handling complaints of housing discrimination.

Actions:

- Continue to provide referrals to fair housing services during Code enforcement.
- In annual budget deliberations, consider opportunities to provide financial assistance to support various organizations providing housing services for home repair, painting, case management, emergency food and shelter, crisis intervention, and assistance with rent and utility bill payments to low-income homeowners.

Responsibility: Community Development Dept (Building Div), Redevelopment Agency, City Council

Funding Source: Staff time, General fund

Timeframe: Ongoing

Program 6-C: Support shared housing programs. Continue to support shared housing programs and to promote such programs through the Senior Center and other local agencies.

Actions:

- Continue to support the Housing Investment Partnership (HIP) program, which coordinates shared housing.
- Continue to consider appropriation of monies for support of various organizations during annual budget review. (City allocated \$30,000 last year and this year to HIP)

Responsibility: Community Development Dept, Redevelopment Agency, City Council

Funding Source: Staff time, General fund

Timeframe: Ongoing

*** Program 6-D: Accommodate city's share of emergency shelter need. Amend the Zoning Ordinance to identify an appropriate zone or zones within which emergency shelters are permitted, in accordance with State law.**

Actions:

- Identify the Transit Oriented Development area designated under the San Bruno 2025 General Plan as an appropriate zone, characterized by proximity to transit and various commercial and social services.
- Ensure the designated area has sufficient and reasonably available acreage (vacant or underutilized) to meet the city's identified need (32 beds) within the planning period, including the potential for reuse or conversion of existing buildings.
- Ensure that the zoning amendment permits small (10 or fewer beds) emergency shelter facilities by right and subject to spacing and other reasonable standards permissible by law. Require a conditional use permit for the development of any new shelter whose individual capacity exceeds 10 beds or whose cumulative capacity (when combined with existing facilities) exceeds the city's identified need by more than 20 percent.
- Continue to support the 10-bed shelter run by St. Bruno's Church, and support future faith-based efforts to supply emergency and transitional housing to those in need.

Responsibility: Community Development Dept

Funding Source: Staff time

Timeframe: Within one year of adoption of the Housing Element

*** Program 6-E: Address identified need for extremely-low income and supportive housing.** To address the housing needs of extremely-low income households, the City will identify and meet with nonprofit builders who specialize in building housing for extremely-low income households, and facilitate the creation of supportive housing units in accordance with the City's share of countywide need identified in the HOPE Plan.

Actions:

- Partner with local or regional agencies and non-profits that specialize in supportive housing development and management to identify opportunities for the development of supportive housing in San Bruno. Supportive housing may be organized as:
 - Apartment or single-room occupancy (SRO) buildings, townhouses, or single-family homes that exclusively house formerly homeless individuals and/or families;
 - Apartment or SRO buildings, or townhouses that mix special-needs housing with general affordable housing;
 - Rent-subsidized apartments leased in the open market; or
 - Long-term set-asides of units within privately-owned buildings.
- Work with partners to identify the range of local resources and assistance needed to facilitate the development of housing for extremely low-income households and to pursue access to specialized funding sources.
- Develop an action plan with partners, which will include assisting with site identification and acquisition, providing local financial resources, streamlining entitlements and providing incentives.

Responsibility: Community Development Dept

Funding Source: Low and Moderate Income Housing Fund, Community Development Block Grant, Redevelopment Agency funds, staff time

Timeframe: Within two years after adoption of the Housing Element

Program 6-F: Participate in regional coordination on homelessness. Work with other cities, agencies, and the County to address needs of the homeless.

Actions:

- Assist homeless service providers in seeking CDBG money to support local homeless programs.
- Provide technical assistance to emergency and transitional shelter providers by finding appropriate sites within San Bruno and connecting with potential clients.

Responsibility: Community Development Dept

Funding Source: Community Development Block Grant

Timeframe: Ongoing

This page intentionally left blank.